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COBB COUNTY FIRE & EMERGENCY SERVICES

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Tenant Space Certificate of Occupancy Procedures

1. Call 770-528-8310/8312 for a plan review appointment. Bring four (4) sets of plans to the Fire Marshal's Office for review. Small tenant space plans may be done on 8 ½" X 11" paper provided the following items are shown:
 - Dimensions for the overall space and dimensions for each room
 - All doors and windows
 - Emergency lighting and exit sign locations
 - Fire extinguishers
 - Fire alarm devices
 - **On separate sheet show overall building foot print or floor plan, showing tenant separation walls. Indicate what type of occupancy (or what business) is on either side of your space.**
 - **Tenant space in a mall, must show the pedestrian walk way in front of the tenant space. A minimum of 10' clear width is required in front of each tenant, this includes any temporary construction walls. The mall space shall provide a minimum of 20' clear width.**
 - Fire rated walls
 - Fire alarm and/or sprinkler system work will require separate plans to be submitted by subcontractor.
 - Plans **not done** on 8 ½" X 11", requires a copy of the plans reduced down to an 8 ½" X 11" paper and submitted with your plans.
 - Plans must be readable
2. Plans for a Day Care (with an occupant load of 12 and under), Personal Care Home (Board and Care), or Lodging, must be dropped off at our office (plans will be reviewed between 10 – 14 working days). You will be called when they are ready for pickup.
3. Once the Fire Marshal's Office approves your plans, take the approved plans to the Cobb County Building Department Plan Review Office (770-528-2078), or if you are in the Cities of Acworth (770-974-2032), Kennesaw (770-429-4554), or Powder Springs (770-943-1666), you will need to take the approved plans to their Building Department. You will then purchase a "Permit" at this time.
4. Call for field inspections from the appropriate Building Department, Cobb County (770-528-2073), Acworth (770-974-2032), Kennesaw (770-429-4554), Powder Springs (770-943-1666), and the Fire Marshal's Office at (770-528-8310/8312).
5. Once all required inspections for the Cobb County Building Department & Cobb County Fire Marshal's Office have passed, you may call the **Cobb County Building Department at 770-528-2077** to request your Certificate of Occupancy. There is up to a 48 hour wait after your request for your Certificate of Occupancy to be prepared if all required inspections are passed and complete. Any inspections **within the Cities listed above**, you can contact them directly the morning after your fire inspection